



**Scott Walker, Governor**  
**Dave Ross, Secretary**

February 22, 2016

Email: [dps@wi.gov](mailto:dps@wi.gov)  
Phone: 608-261-2112

Marty Olejniczak, Community Development Director  
City of Sturgeon Bay  
421 Michigan Street  
Sturgeon Bay, WI 54235

Re: City of Sturgeon Bay Commercial Building Delegation Request

Dear Mr. Olejniczak,

I am pleased to inform you that your municipality has been delegated commercial building code enforcement authority per your request. Per s. SPS 361.61, I delegate your municipality the primary responsibility to do building plan review and inspections as an appointed agent for projects to be constructed within the limits of your municipality. This delegation does not include fire sprinkler or fire alarm plan review delegation, which you may request as a separate delegation. Building plans for such buildings may be submitted by the owner to your municipality or our agency.

An exception to this inspection authority delegation is that our agency retains jurisdiction for plan review and inspection for all state-owned buildings, as well as projects for which the owner chooses to submit plans to our agency.

As conditions of the appointed agent status per SPS 361.61, the following shall be complied with:

1. Apply the corresponding requirements in s. SPS 361.60 (5) (d) to (h) and (6).
2. Submit to the department the fees specified in s. SPS 302.31 (1) (h).
3. Provide a monthly report to the department of all projects completed under this section, in an electronic-based format prescribed by the department.
4. Forward to the department any revisions to the ordinance adopting this code.
5. Notify the department, in writing, at least 30 days prior to the date upon which the appointed agent intends to relinquish the responsibilities assumed under this section.

We will periodically monitor municipalities and request activity reports to ensure that our delegated responsibilities are being properly fulfilled by the municipality. We do require that delegated municipal code officials hold the Wisconsin Commercial Building Inspector certification and attend agency-approved continuing education to maintain their certification. Municipalities are always free to relinquish their delegated authority at any time, given proper notice.

I understand that Brett Temme will be the primary code officials responsible for enforcement and has the proper certification to do so. It is further noted Adam Roder P.E., will provide large project plan review.

Please contact Jan Lin at (608)267-9706 or [Jan.Lin@Wisconsin.Gov](mailto:Jan.Lin@Wisconsin.Gov) with changes in your contact information.

Our building inspection deputy for your area, Brian Noe, will be contacting your code official in the near future to discuss transitional and coordination issues.

The Division of Industry Services looks forward to working with you.

Sincerely,

Kirsten Reader  
Administrator, Division of Industry Services

cc: Brian Noe  
Amy Millard  
Robin Zentner



February 18, 2021

Marty Olejniczak, Community Development Director  
City of Sturgeon Bay  
421 Michigan Street  
Sturgeon Bay, WI 54235  
[MOlejniczak@sturgeonbaywi.org](mailto:MOlejniczak@sturgeonbaywi.org)

**VIA EMAIL**

Re: City of Sturgeon Bay Jurisdiction Request for Fire Suppression and Fire Alarm Plan Review and Inspection

Dear Marty Olejniczak,

I am pleased to inform you that your municipality has been delegated fire suppression and fire alarm code enforcement authority per your request. Per Wis. Stat. § 101.12(3g), I delegate your municipality the primary responsibility to do plan review of all size buildings and inspection of all size buildings for fire suppression and fire alarm projects in lieu of the Department.

An exception to this delegation is that our agency retains jurisdiction for plan review for all state-owned buildings, as well as projects for which the owner chooses to submit plans to our agency.

As a condition of the delegation, you are required to comply with the following:

- Submit to the department the fees specified in Wis. Admin. Code § SPS 302.31(1)(h) for all projects.
- Provide a monthly report, in an electronic-based format, to the Department for all projects.
- Apply the corresponding requirements in Wis. Admin. Code §§ SPS 361.60 (5)(d)-(h), and (6).
- Provide the Department with a copy of any revisions to the ordinance adopting this code.
- Notify the department, in writing, immediately of any personnel changes to plan review or inspection staff.
- Notify the Department, in writing, at least 30 days prior to the date upon which the appointed agent intends to relinquish the responsibilities assumed under this section.

The Department will periodically monitor municipalities and request activity reports to ensure that the delegated responsibilities are being properly fulfilled by the municipality. We do require that delegated municipal code officials hold the Wisconsin Commercial Building Inspector certification, or the Fire Detection, Prevention, and Suppression Inspector if applicable, and attend agency-approved continuing education to maintain their certification.

In accordance with 2017 Wisconsin Act 198, the Department will be implementing a five-year electronic renewal process. Please continue to monitor department correspondence as further details regarding this process are communicated.

If your municipality decides to relinquish jurisdiction, please follow the provisions of Wis. Admin. Code § SPS 361.60(2)(b)4 by providing the Department with a 30-day notice prior to the day upon which your municipality intends to relinquish jurisdiction.

I understand that the primary enforcement contact for your municipality, Fire Chief Tim Dietman, has the proper certification to do so.

Our commercial building inspector for your area, Brian Noe, at (920) 420-4796, is available to assist in any questions or concerns your municipality may have with implementing these fire suppression and fire alarm services.

The Division of Industry Services looks forward to working with you.

Sincerely,

A handwritten signature in blue ink that reads "Michael D. McNally Jr." in a cursive style.

Michael D. McNally Jr.

Section Chief, Fire Suppression and Fire Alarm Program

cc: Garry Krause, Bureau Director, Technical Services Bureau  
Brian Noe, Commercial Building Inspector, Technical Services Bureau  
D.A. Mattox, E-Plan Exam